**Project Management Assessment Tool**

**Directions**

Each student will rate each of the following skills using a five-point scale, with one being the lowest rating and five the highest. Circle your answer.

**Student**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Defined clearly the end product or outcome of the project. | 5. | Identified and procured needed resources. |
|  | 1 2 3 4 5 |  | 1 2 3 4 5 |
|  |  |  |  |
| 2. | Identified the tasks necessary to complete the project. | 6. | Anticipated potential problems and developed contingency |
|  | 1 2 3 4 5 | plans. |
|  |  |  | 1 2 3 4 5 |
| 3. | Developed the steps in an action plan for each distinct task | 7. | Reflected on the project outcomes and process to identify new |
| category. | understanding. |
|  | 1 2 3 4 5 |  | 1 2 3 4 5 |
| 4. | Highlighted critical tasks with specific deadlines that impacted |  |  |
| project completion and monitored these carefully. |  |  |
|  | 1 2 3 4 5 |  |  |

**For group projects, consider these additional criteria:**

|  |  |  |  |
| --- | --- | --- | --- |
| 8. | Shared leadership and ownership for project success. | 11. | Contributed to the learning of others. |
|  | 1 2 3 4 5 |  | 1 2 3 4 5 |
|  |  |  |  |
| 9. | Negotiated roles and responsibilities. | 12. | Demonstrated mutual respect and appreciation for team |
|  | 1 2 3 4 5 | members. |
|  |  |  | 1 2 3 4 5 |
| 10. Shared workload equitably. |  |  |
|  | 1 2 3 4 5 |  |  |
|  |  |  |  |